TOM GREAVES

THE *Accidental* Project Manager

- Help for Beginners
- *Includes the ScopeList™ Project Methodology*

Accidental Project Manager Help Beginners

Patricia Ensworth

Accidental Project Manager Help Beginners:

The Accidental Project Manager Tom Greaves,2015-11-27 People often start working on projects almost by accident The experience is so common in the industry they even have a name for it The Accidental Project Manager Author Tom Greaves has been there too and has distilled his 25 years of experience working on over 100 projects into this book for you Tom spends less time on theory and more time presenting tried and true methods on how to manage projects so you can get to work now He s used his experience on projects spanning two industries as his testing ground and laboratory to invent and then perfect his innovative method for tracking the hundreds of little details on every project called ScopelistTM Scopelist helps you organize the day to day details that need to get done right so you can focus your time on the big issues like managing stakeholders and tradespeople and trying to figure out what it is you are exactly building And when you get bored of reading about project management Tom throws in a story or two called Tom s Tales to give you a good laugh about some of his adventures What You ll get out of this book Cut your project execution time in half versus traditional delivery methods Manage stakeholder expectations ensure their needs are met before you start work No surprises eliminate drive by changes to project scope and schedule and budget Become a more efficient project manager handle more projects at the same time and get noticed by upper management *Accidental Agile Project Manager* Ray Frohnhoefer,2020-10-15 The Accidental Project Manager Patricia Ensworth,2001-08-09 Why do so many software projects fail The reality is that many of these projects are led by programmers or developers thrown into the role of project manager without the necessary skills or training to see a project through successfully Patricia Ensworth has written a hands on survival guide designed to rescue the accidental project manager and help them to quickly ramp up on all key areas involved in software project management This book provides a no nonsense jargon free approach to getting the job done With the help of useful templates checklists and sample forms as well as pointers to essential resources Ensworth gives concise easy to understand advice on everything needed to hit the ground running including phases of project development role assignment in the development team the tools of the trade and criteria for success *The Accidental Project Manager* Kelley Hunsberger,2011 The project management profession is growing exponentially worldwide and more and more institutions of higher education are offering courses covering its processes However many professionals still find themselves working as project managers without ever having applied for the position This article discusses the phenomenon of the accidental project manager It identifies the necessary skills new project managers need to acquire including how to effectively identify and communicate with sponsors and stakeholders In addition the article details the learning process and advises those new to the project manager role to learn from their peers by networking with other project managers Taking courses on the PMBOK Guide and Agile project management can be beneficial When seeking educational opportunities inside the organization consult the project management office PMO Accompanying this article are two side bars the first one discusses the trend of the accidental

project manager and the second one asks the question Is the accidental project manager a relic of the past Business Driven PMO Setup Mark Perry,2009-05-01 Extending upon the many traditional program project management office PMO books that present theoretical concepts and knowledge Business Driven PMO Setup presents practical experiences and wisdom for those responsible for belonging to and served by a PMO This book is rooted in the shared experiences and business settings of all PMOs and it is organized to provide the reader with actionable solutions to the problems and execution difficulties that PMOs face Most PMO books are written by academics trainers and consultants from the PM community and present academic or theoretical approaches and models that too often fail The more sophisticated books tend to be limited in application to the larger or more advanced project management organizations This unique reference presents new material not available in other books that is applicable to PMOs of all shapes and sizes It challenges and calls into question various traditional approaches and strategies for the PMO citing examples and explaining when and why such academic and theoretical approaches are wrong Business Driven PMO Setup was written by over 20 contributing authors that are veteran line executives who either directly manage PMOs have PMOs reporting to them or are subject matter experts that service them These veterans with centuries of business acumen managing both US and foreign companies divisions and departments provide valuable insights into ensuring the PMO is setup correctly and remains focused on meeting the needs of the business for which the PMO was created to serve Many PMOs are often vulnerable in terms of their continued existence PMOs with a business mindset never have to sell or promote themselves internally explain what they do or worry about funding or their existence This book establishes a clear bottom line business mindset and practical approach that any PMO can adopt **Plan and Track Project Work** R. L. Stewart,2014-10-05 Step by step how to break down the things that need to be done to complete a project put it into the form of a project plan and then track project status to get the job done Beginners as well as those with project experience will find useful actionable project planning and tracking steps in this little book Start by downloading no cost free inclusive an Excel based project planning and tracking template Open the book and step through project planning and tracking what how and why organized around easy to use project tools templates to help you with Project work planning organize your planned work work breakdown structure and make work assignments Project work estimates figure out what it s going to take to do the work Project budget construct a project budget and track project cost Project status enter actual dates actual work and actual project costs so you can track project status through to project completion Use the template to follow along and see how things can be done without getting all tied up in knots with project management software I include a lot of images with numbered step by step instructions You may want to refer to your template or enter some information to see how it works Make a copy of the template before you start plugging stuff in so you don t forget and save the template with your messing around data in it Yes you probably need some tools to get the job done but there s no reason to get wrapped around the axle by some sort of project management software that is a overkill for what

you are trying to accomplish b the wrong size and shape for what you need to do or c both Here are some options for coming up with right sized project planning and tracking tools that fit your needs 1 Add features to the free template based on examples and descriptions in the book 2 Or build your own tools based on the information in the book 3 Or purchase the for sale version for a few bucks save yourself a lot of time and tweak it if needed as needed to suit your circumstances Want to find out more about these templates There are look inside documents for these and other project management templates at my SmallBizOrgTools com Web site Plan and Track Project Work is the first in a series that expands on project management topics covered in my book The Accidental Project Manager s Survival Guide Templates Methods and Stuff You Need to Know Chapters 3 5 from the survival guide and the glossary of terms are included as appendices at the end of this book I did this just in case you aren t familiar with or as familiar as you would like to be with how to break down your project work and some terms associated with that Terms such as work breakdown structure WBS phase activity task key event variance etc The three chapters are 3 High Level Work Planning Breaking the Big Things Down to Phases Activities Tasks 4 Detailed Level Work Planning Work Items Inputs Actions Outputs and 5 Detailed Level Work Planning Work Schedule and Project Budget This book is for among others Someone with little or no project management experience Someone with enough experience to know they need help additional things for their project management tool kit Small businesses and organizations project management templates and methods geared towards your low cost low maintenance needs **Business** □□□□□□□□□□,2003

Computerworld ,2001-10-22 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

The Accidental Project Manager's Survival Guide R. L. Stewart,2014-08-02 From project approval through project closing templates methods and stuff you need to know to handle projects of the small not terribly complex variety as well as the more complex Simple to use methods and project templates to develop a project plan including stepping through how to do project work planning project work estimates and a project budget plan to get your project up and running Project control how to is covered things such as project risk planning project communications project meeting project reporting and project change This is straight forward what why and how to do project stuff heavy on the illustrations examples and step by step how to As light as possible on the project management speak Don t have the time or inclination to learn to speak Projectmanagementese or to figure out how a project management software application works No problem learn how to plan control and closeout projects with the aid of clearly explained and easy to use project management tools Excel and Word formats To help you get started seven of the fifteen project plan templates used to illustrate project management what and how to in this book are available as complimentary downloads 1 Project Charter 2 Initiation Phase Project Starter twofer includes a project planner template 3 Task Planner 4 Project Planning Calendar 5 Project Control System 6 Change

Requirement Form and 7 Project Timeline Here s what s covered in this book What s a project is and why it s not like managing day to day operations work Getting the PM some authority and agreeing on who approves what project initiation Breaking down the work to be done high level planning How the work is to be done detailed planning inputs actions outputs How long when and how much detailed planning estimate schedule budget Keeping things under control once work starts communicating risks changes Executing the plan status changes adjustments What do with stuff at the end of the project closing it out or tidying up Appendices A Template and Method Guide References B Project Charter Template C Project Charter Work Plan D Project Control System Template E Risk Management Terms F Additional Chapter 5 Information and G Glossary of Terms This book is for among others those with little or no project management experience survival tools those with enough experience to know they need help additional things for their project management tool kit small businesses and organizations project management templates and methods geared towards their low cost low maintenance needs Get started Scroll back up the page and click on the Buy Now Go to my books tools blog website http www SmallBizOrgTools com and download the free templates with use instructions Refer to your downloaded items as you read the book Adapt the methods and tools as needed to initiate plan execute and closeout your next upcoming project The Publishers Weekly ,2003

Accidental Project Manager Ray Frohnhoefer,2018-07-03 When a manager is pressed to find a project manager for an important client he looks to Rhett Sero our to be hero He introduces Rhett to Heda Heldenmacher a noted project management consultant Heda introduces Rhett to the PROJECT methodology and spends seven days with him to prepare Designed to increase success this book is for accidental and new project managers beginning project management learners and those exploring project management careers or looking for a refresher Told in the form of a business fable concepts are put in everyday terms and stories make it more memorable Everything you need to get started in an easy to read book Each chapter includes a project management tip reading selections from the PMBOK R Guide and additional learning resources A set of more than a dozen ready to use templates is available online This is the story of the invaluable lessons Rhett learns transforming from Sero to Hero **Project Management Essentials a Guide for the Accidental Project Manager** Noel Ransom Washington,2025-07-02 So you re managing a project but no one gave you a roadmap Welcome to project management the accidental edition Your job title doesn t say Project Manager but here you are scheduling meetings managing deadlines chasing down updates and praying no one asks for a Gantt chart Sound familiar Project Management Essentials A Guide for the Accidental Project Manager is the no jargon no judgment crash course you wish you had when your boss said Can you just lead this project This book is for the real MVPs the middle managers business ops heroes and team leads who got handed a project and no blueprint Inside you ll get Clear explanations of what project management actually is and isn t A breakdown of essential tools like timelines scope docs and risk logs Step by step guidance using real life scenarios no dry theory here Tips for navigating tricky stakeholders and managing your sanity Confidence building

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The Accidental Project Manager Christopher Lau,2017-12-10 Project Management Simplified This book strips away all of the administrative minutia and provides simple tools and techniques to drive sustainable change and turn the focus back to true execution In today s world most of the strategic projects in a business are not carried out by professional project managers but rather people who have regular day jobs and responsibilities to go along with their day to day job Unfortunately these accidental project managers often do not have the tools and coaching that gets the project off the ground When you combine that with multiple competing priorities it is easy to see why industry data shows that almost 70% of all change management projects fail This is the book that will change that This is not written as a theory or a hopefully someday idea The tools and techniques provided are easy to use time tested and business proven Join the revolution and begin the journey to effective sustainable change today **The Digital Humanities** Christopher Millson-Martula,Kevin B. Gunn,2020-06-29 The digital humanities in academic institutions and libraries in particular have exploded in recent years Librarians are constantly developing their management and technological skills and increasing their knowledge base As they continue to embed themselves in the scholarly conversations on campus the challenges facing subject liaison librarians technical service librarians and library administrators are many This comprehensive volume highlights the wide variety of theoretical issues discussed initiatives pursued and projects implemented by academic librarians Many of the chapters deal with digital humanities pedagogy planning and conducting training workshops institutes semester long courses embedded librarian instruction and instructional assessment with some chapters focusing specifically on applications of the ACRL Framework for Information Literacy for Higher Education The authors also explore a wide variety of other topics including the emotional labor of librarians the challenges of transforming static traditional collections into dynamic user centered digital projects conceptualizing and creating models of collaboration digital publishing and developing and planning projects including improving one s own project management skills This collection effectively illustrates how librarians are enabling themselves through active research partnerships in an ever changing scholarly environment This book was originally published as a special triple issue of the journal College Undergraduate Libraries **InfoWorld** ,1985-07-15 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects The British National Bibliography Arthur James Wells,2009 *The Accidental Project Manager 2.0: Go Beyond Theory to Simplify Project Management & Get Results* Christopher Lau,2019-02-12 There are numerous theories on project management but the one thing they all lack is a roadmap for effective execution If you cannot actually deliver results from a project why bother doing it at all This is the guide that provides a simplified framework along with a

map to deliver sustainable scalable results to your organization Think of the last time a non technical project was successful in your organization It may be difficult to do since studies show that nearly 70% of projects fail to deliver on their objectives It doesn t have to be that way It can be different but it needs to start with simple Simplify the way you change your processes Simplify your project management process Stop being stuck in failed attempts old ideas and gut instinct Start thinking of your business processes as a strategic asset and deliver consistent results by focusing on execution and not administrative excellence Embrace modern change management concepts to engage your teams and make data driven decisions to improve your processes making them a strategic asset **Forthcoming Books** Rose Arny,2003 **The Kindergarten-primary Magazine** ,1921 **The Kindergarten-primary Magazine** Bertha Johnston,E. Lyell Earle,1921

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